

NER EEODAC
MINUTES OF MEETING
August 2, 2000

The NER Equal Employment Opportunity/Diversity Advisory Committee (EEODAC) held a conference call on August 2, 2000. The following persons were present: Linda Stehlik (Sandy Hook), Donna Busch (Narragansett), Kevin Chu, Heather Fletcher, Dvora Hart, George Liles, Dan O'Brien, Pie Smith (Woods Hole), and Nick Anderson (Gloucester).

The Committee adopted the following agenda:

1. Status reports:
 - A. Minutes of last meeting
 - B. Administration Sub-committee
 - C. Personnel Sub-committee
 - D. Policy Sub-committee
 - E. Program sub-committee
2. Diversity Initiatives
 - A. Reports from sites
3. October Meeting preparations:
 - A. location and date (October 4-5, Milford?)
 - B. Agenda Items
 - subcommittees to meet?
 - working sessions?
 - fairness in promotions and awards
 - structure of workforce
 - checklist for hiring
 - draft of rotational assignment plan
 - C. Keynote speaker/video presentation
 - D. Preparations
 - EASC invited
 - Stiles/Huff invited
 - travel funds allocated, appropriations codes provided
 - hotel decided
4. Other Business

1. Status Reports

Minutes of the last meeting: There was no formal conference call in July due to lack of a forum. Instead the few members of the EEODAC who could participate on a call used the session to begin planning for a two-day meeting in October. Therefore, there are no minutes from the July meeting.

The Policy, Personnel and Administration Sub-committees had nothing to report.

The Program Sub-committee reported that it was compiling a list of outreach activities by the Center staff, in order to review whether outreach to minorities could be improved. Fletcher is working with Ambrose Jearld on this.

The Program Sub-committee is also compiling a list of marine science and policy related educational scholarships. The goal is to publish the list on our web site. We will circulate a notice of its availability to NMFS/NER employees. Note that the information will also be available to anyone who visits the web site, including non-NMFS employees. The Program sub-committee members continue to believe that it is important to provide this information to persons outside the agency, and will re-write the associated workplan to justify this belief.

2. Diversity Initiatives

The Gloucester diversity team reported that most of its members attended a day of diversity training sponsored by the Greater Boston Federal Executive Board in June. Anderson reported that this was very well received and that there was a lot of useful information and encouragement provided.

The Gloucester diversity team also sponsored a day-long diversity training exercise at the regional office in Gloucester. Anderson expressed disappointment in the low attendance at this function, but noted that the information received was good.

The Woods Hole diversity team helped to sponsor the lab's summer picnic. It is also in the process of reviewing statistics on fairness in promotions in the Center. Those working on this project will meet on Sept. 7 to continue the review.

3. October Meeting preparations:

A. Location and Date: The EEODAC agreed that we would hold the meeting in Milford on October 25 and 26. This timing allows the EEODAC to meet jointly with the Human Resources Committee (HRC) which will meet on the 26th. The committee asked for more information about how the two committees would overlap on the 26th. Chu, Hart and O'Brien agreed to meet with John Boreman to discuss his plans for the joint meeting.

B. Agenda Items

- subcommittees to meet? It was agreed that time would be set aside for subcommittees to meet.

- working sessions? The EEODAC agreed that two working sessions should be convened in addition to the subcommittee meetings. The working sessions will be: 1) fairness in promotions and awards, and 2) checklist for hiring. The committee decided that the proposed working group to develop a rotational assignment program should not meet yet; the benefits of such a program should be considered further.

C. Keynote speaker/video presentation: The committee agreed that we should try to find an outside speaker or get a video of an outside speaker for the meeting. The committee also agreed that Natalie Huff (NMFS Diversity Coordinator) and Kathryn McArthur (EASC) should be invited to attend. Huff would be useful for the workshop on fairness in promotions and awards. McArthur would be useful in the workshop developing a checklist for hiring.

D. Preparations: The committee asked Pie Smith to coordinate the hotels. She agreed to do so, but needs to know first how many people are coming to the meeting.

A planning committee was formed to oversee preparations for the October meeting. Liles will chair the group. Stehlik, Busch, Anderson and Chu also agreed to be on the planning

committee.

O'Brien agreed to consider the space needs for the working groups and to work with the Milford lab to make sure the logistical needs of the EEODAC are met.

4. Other business

Liles asked for ideas on the web site. The committee agreed that we would post the roster of members and the bylaws, which have already been supplied by Quintal, and that the approved workplans would be posted. In addition, we will include a number of links to other US Government diversity and EEO sites. The Committee also agreed to post a few policy statements and other informational documents about EEO and diversity. Chu agreed to work with Liles to identify appropriate files.